

**Jackson Parish Hospital
Public Hearing
&
Governing Board Meeting Minutes
September 29, 2021**

The Jackson Parish Hospital Governing Board of Directors met on Wednesday, September 29, 2021, in the Jackson Parish Hospital Board Room, 165 Beech Springs Road, Jonesboro, Louisiana to conduct a public hearing to receive comments on the 2021 Operating Budget. Board Members present were: Dr. Rebecca Crouch, Shontae Mims, Angela Curtis, and Chris Bowman. Hospital Staff present were: John Morgan, Dr. Paula Parkerson, Dr. Jason Thomas, Bill Stansbury, Amber Brazzel, Sunni Bougues, Shelley Malsam, and Mauri McBride.

Bowman called the public hearing to order at 12:00 p.m.

Bowman called for public comments on the 2021 Operating Budget

There were no members of the public present; therefore, there were no public comments.

There was a motion by Crouch and a second by Mims to close the public hearing. All members present were in favor, and the motion carried.

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, September 29, 2021, at noon, in the Jackson Parish Hospital Board Room, 165 Beech Springs Road, Jonesboro, Louisiana. Board Members present were: Dr. Rebecca Crouch, Shontae Mims, Angela Curtis and Chris Bowman. Hospital Staff present were: John Morgan, Dr. Jason Thomas, Bill Stansbury, Dr. Paula Parkerson, Amber Brazzel, Sunni Bougues, Shelley Malsam, and Mauri McBride.

Bowman called the meeting to order at 12:15 p.m., and Morgan gave the Invocation. There were 4 of the 5 members by Act 171 present; therefore, there was a quorum present.

Bowman entertained a motion to amend the agenda and add Overview of Financials, which include Budget versus Actual as item #9.6 on the agenda. There was a motion by Curtis and second by Crouch to amend the agenda and add item #9.6, Overview of Financials, which include Budget versus Actual. All members present were in favor, and the motion carried.

Following a motion by Crouch and second by Mims, the minutes from the August 25, 2021, regular business meeting were approved as presented. All members present were in favor, and the motion carried.

There were no members of the public present; therefore, there were no public comments.

Dr. Paula Parkerson, Chief of Staff, presented the appointment and reappointment recommendations for September to the Board of Directors. There was a motion by Mims and second by Curtis to approve the Chief of Staff Report as presented. All members present were in favor and the motion carried. Parkerson then referred to page 12 and 13 of the packet and presented the recommended changes to the Medical Staff Bylaws, noting that the recommended changes have been reviewed by the lawyer and also noted during processing of an application the CEO may grant Temporary Privileges to practitioners to see patients pending approval of the Medical Staff and Board of Directors on the following conditions: (a) receipt of proof of unrestricted licensure in the State of Louisiana, (b) receipt of completed application, (c) receipt of written recommendations for the same by the President or Vice President, (d) receipt of proof of

professional liability insurance. She then touched on the Reappointment and Renewal of Privileges. There was a motion by Mims and second by Crouch to approve the recommended changes to the Medical Staff Bylaws as presented. All members present were in favor, and the motion carried.

During the Chief Executive Officer's Report, Morgan began by presenting the Louisiana Compliance Questionnaire for FYE September 30, 2020; noting that the questionnaire is a required part of a financial audit of Louisiana state and local government and public agencies and that upon completion, the questionnaire must be presented to and adopted by the Governing Body through formal resolution in an open meeting. There was a motion by Mims and second by Curtis to adopt Resolution #2021-7, adopting the Louisiana Compliance Questionnaire for FYE September 30, 2021. The foregoing resolution was read aloud in full; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

Mims- AYE
Curtis-AYE
Crouch- AYE
Bowman- AYE

There were 4- AYES, 0-NAYS, 0- Abstains, and 0 Absentee Members.

Morgan then provided the Board with the FEMA Drainage Project Timeline, referring to page 29 of the packet, reporting that we're hopeful to have construction beginning in November, while also reporting the project drop-dead date of October of 2022.

Dr. Thomas began by informing the Board that the 100-wing patient room renovation project is due for completion by the contractor the week of September 27th and will be handed back over to JPH the week of October 11th. He then informed the Board that once it has been handed back over to the facility the refinishing of floors will begin and then then we will begin installing medical equipment and furniture in the hallway and patient rooms with an expected opening date of mid-November. He reported that this timeline could vary due to the numerous surveys that must be conducted before the issuance of relicensing. He then informed the Board that the new generator that run the entire hospital is officially here and on-site with an expected connection date with Atmos Energy of October 1st. Thomas then informed the Board of the rebuilding of the exterior walls on the bottom of the 200-wing is moving along well with all of the materials on-site with the weather hindering the completion at the current time. Thomas then informed the Board of the 12-week equipment delay on the replacement of Suite B's air conditioning unit.

Stansbury began by requesting the ratification of payables for August 25, 2021, September 9, 2021, and September 22, 2021. Mims raised a question regarding the payment for the Nurse Call Panel. Thomas clarified that one payment was for Acute Care with the other payment being for the Emergency Department. Crouch then raised question as to the functionality of the Nurse Call System. There was a motion by Crouch and second by Mims to approve the ratification of payables. All members present were in favor, and the motion carried. There was a motion by Curtis and second by Curtis to ratify ACH Debits and Special Checks for August and September as presented. All members present were in favor and the motion carried. Stansbury then informed the Board that since the last meeting he has provided them with budget updates via email since we were able to receive approval on our second round of our PPP monies, while noting we have received new information from our Auditors on submitting proof of expenditures on grant income that was received and can now move all funds from this years liabilities to grant revenue, which will cause changes our budget next year. The foregoing resolution was read aloud in full; there was a motion by Curtis and second by Crouch to adopt Resolution #2021-8 as presented, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

Mims- AYE
Curtis-AYE
Crouch- AYE
Bowman- AYE

There were 4- AYES, 0-NAYS, 0- Abstains, and 0 Absentee Members.

Stansbury then informed the Board of an option that is available through our payroll company, Paylocity, which is the Health Savings Account Program (HSA). Stansbury then reported that this program is only available for employees who are on the high deductible plan noting that that we currently have 21 employees that are on the \$2500.00 deductible plan. He then informed the Board of the cost for the program noting that it will cost \$4.40 per month per enrolled employee or a minimum of \$65.00 while also noting that if all full-time employees decided to enroll it would be less than \$1000.00 per month. He informed the Board that the HSA is pre-taxed money that an employee can have withheld out of their check and deposited into an account and these monies can be used for medical expenses while also reporting that for the employees that choose to enroll, since its pre-taxed money the JPH will not have to pay federal income tax withholding on that money so this may off-set those expenditures. Bowman then raised question as to who holds the money. Stansbury clarified that Paylocity establishes a savings account for the employee and issue the employee a debit card while also noting that should an employee leave JPH, the employee will still own the account. Mims raised question as to whether JPH was contributing to the Health Savings Account or just the employee. Stansbury clarified that JPH would not contribute to the Health Savings Account noting the employee would only contribute. There was much discussion on this topic. There was a motion by Curtis and second by Mims to approve moving forward with Paylocity and offer employees that qualify the opportunity to open a Health Savings Account. All members present were in favor, and the motion carried. Stansbury then noted FYE September 30, 2021, is quickly approaching noting that inventory counts are currently being conducted and an auditor with Langlinais, Broussard, & Kohlenberg will be on-site Thursday for an inventory audit. Stansbury then presented the Board with a packet of financials, while also presenting a budget to actual comparison of the Statement of Net Position with the Assets and Liabilities. He informed the Board that the bank balance as of August 31st was \$14.2 million and as of today, September 29th, it is \$14.2 million as well. Stansbury reported Work In Progress (WIP) current at nearly \$3.1 mil noting that once the renovations are completed this will be reclassified as an asset and we can begin depreciating those. Bowman then raised question as to when we should anticipate receiving the Cost Report Settlements of roughly \$1 mil. Stansbury then clarified noting that the Cost Report Settlements are spread out over multiple years with most of this being in the Medicaid HMO's which takes quite a while to receive. Stansbury then gave a kudos to Revenue Cycle Director, Shelley Malsam and the Business office for their hard work on cleaning up CPSI and our credit balances. Stansbury then reported that next month the PPP Loan and Other Liabilities will be moved to Grant Revenue therefore, the liabilities will no longer be carried on the books. Bowman then raised question as to what was listed under Other Liabilities. Stansbury reported Other Liabilities as all other grant income that has been received, provider relief monies, etc. He then reported Net Patient Revenue thru August 31st at 15.5 mil; while noting, UCC monies as of August 31st at \$1.7 mil, 340B at roughly 306k. He then reported Other Operating Revenues at \$75k. He noted Professional Services and Salaries under Operating Expenses at \$7.5 mil with Other being \$3.9 mil, noting these are significantly down from what was originally budgeted due to spending less on both salaries and supplies: General and Administrative, Salaries being \$2.4 mil and Other being roughly \$6 mil. Stansbury then reported on Non-Operating Revenue, Ad Valorem at \$2.1 mil, Grant Income at \$1.9 mil, which is the first round of PPP monies that were moved from liabilities to grant income. Stansbury then reported the Change in Net Position, which is a profit of \$1.9 mil as of August 31st.

Brazzel presented the ED Patient Arrival to First Documentation to Physician report. She then reviewed the Rural Health Clinic Statistics with the Board.

Malsam then presented the Board with the Hospital Statistics.

Bowman raised question as to whether we were still giving COVID vaccines. There was a discussion on this topic.

At 12:55 p.m., there was a motion by Curtis and second by Crouch to enter into an Executive Session to discuss Strategic Planning. All members present were in favor, and the motion carried. At 1:23 p.m., there was a motion by Mims and second by Crouch to return to regular session. All members present were in favor, and the motion carried.

Bowman entertained a motion authorizing the Chief Executive Officer the authority to purchase the Chatham Medical Clinic building and property up to the appraised value. There was a motion by Mims and second by Curtis to authorize the Chief Executive Officer the authority to purchase the Chatham Clinic building and property up to the appraised value. All members present were in favor, and the motion carried.

There was a discussion regarding the Annual Medical Staff and Board of Directors meeting date, time, and location for December. Thomas then recommended to the Board to have the Annual Medical Staff and Board of Directors meeting held at the Jackson Parish Ambulance Service.

There will not be a November meeting.

Bowman announced the Annual Medical Staff and Board of Directors meeting will be held on Tuesday, December 14, 2021, at 6:00 p.m. with the location TBA.

Upon motion by Curtis and second by Mims, the meeting was unanimously adjourned at 1:27 p.m.

Chris Bowman, Esq.
Governing Board Chairman
Jackson Parish Hospital

John L. Morgan, MBA, RN
Chief Executive Officer
Jackson Parish Hospital